DOCUMENT RESUME

ED 099 601 CE 002 696

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TITLE	Proceedings of the Spring Meeting of the Southwide Research Coordinating Council. Information Series No. 23.
INSTITUTION	Tennessee Univ., Knoxville. Occupational Research and Development Coordinating Unit.
SPONS AGENCY	Tennessee State Board for Vocational Education, Nashville.
REPORT NO	Info-Ser-23
PUB DATE	May 74
NOTE	24p.
EDRS PRICE	MF-$0.75 HC-$1.50 PLUS POSTAGE
DESCRIPTORS	*Conference Reports; *Management Information Systems; *Research and Development Centers; *Vocational Education

ABSTRACT

The spring meeting of the Southwide Research Coordinating Council focused on descriptions and demonstrations of management information system components developed by various southeastern State vocational education agencies. Reports concerning research and development activities, as viewed from the national scene and from two national centers, were also presented. A brief abstract is given for each major presentation and/or discussion session, including: a proposed resolution to simplify the coordination of State-administered research and exemplary programs; the Comprehensive Data System for Vocational Education in West Virginia; a description of available data on Demand and Projections in North Carolina; the Management Information System in Alabama; a status report of the Management Information System for Vocational Education at the Center for Vocational-Technical Education, Ohio State University; a description and demonstration of the student, personnel, and demographic data in the Tennessee Management Information System; a historical description and status report on the Center for Vocational-Technical Education at Ohio State University; and a status report concerning research and development projects at the Center for Occupational Education in North Carolina. Appendixes include the meeting agenda and a list of participants at the conference. (Author/NH)

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Information Series 23

PROCEEDINGS OF THE SPRING MEETING OF THE SOUTHWIDE RESEARCH COORDINATING COUNCIL

by

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Sponsored cooperatively by

University of Tennessee College of Education

and

Tennessee State Board for Vocational Education
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May 20-22, 1974

CE 002 696

PURPOSE OF THE SRCC

The Southwide Research Coordinating Council was established to have impact upon the possibilities of preventing duplication of efforts and overlap among research organizations in the Southern Region and to establish an additional channel for communication among and between research organizations. The two basic objectives of the council are:

1. To facilitate the coordinating of research and related programs in southern and southeastern states.
2. To function upon request in an advisory capacity to the National Center for Occupational Education regarding the development of its research program designed to focus on the fundamental problems of major importance to the South and Southeast.

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SUMMARY

"Without planning, it would be difficult to decide what work should be done; why, when, how and where it should be done; what it would cost; and what it should accomplish. . . The absence of planning would render budgeting a useless, indeed a senseless activity; it would foster anarchy among the organizational process extremely difficult; it would prevent appraisal of results in terms of plans; and it would fail to provide a committment to act by the administration and its staff."[1]

An important function in state and local Vocational Education agencies is the making of wise decisions in regard to program planning. Related directly to this function is having access to accurate and current data as a framework upon which to base decisions.

In years past the appropriate framework in which to make these decisions has been lacking in education. In an attempt to provide a data base, state educational agencies and their divisions and supporting agencies have begun to develop a systems approach. Underlying the use of any systems approach is an information system that provides the data for the needed decision. These systems are more commonly called Management Information Systems. Data generated due to these systems are being used in Vocational Education to influence such decisions as program planning, program allocations, program evaluation, establishing priorities and reporting concerns.

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[1]William B. Castetter and Helen R. Burchell, Education Administration and the Improvement of Instruction. Danville: Interstate Printers and Publishers, Inc., 1967.

Individual state vocational education agencies have unique needs and requirements. This has caused some MIS components to be emphasized more than others. Thus, the primary focus of attention at the Spring meeting of the Southwide Research Coordinating Council, May 20-22, 1974, in Knoxville, Tennessee, was to describe and demonstrate the MIS components that had been developed by various southeastern state Vocational Education agencies. Reports were also given concerning research and development activities as viewed from the national scene and research and development activities from two national centers. The general areas covered were:

(1) A proposed resolution to simplify the coordination of state-administered research and exemplary programs.

(2) A description of the Comprehensive Data System for Vocational Education in the state of West Virginia.

(3) A description of available data on Demand and Projections in the state of North Carolina.

(4) The Management Information System in the state of Alabama.

(5) A status report of the Management Information System project at The Center for Vocational and Technical Education, The Ohio State University.

(6) A description and demonstration of the Student, Personnel and Demographic Data as found in the Tennessee Management Information System.

(7) A status report concerning the research and development projects currently underway at the National Center at North Carolina University.

(8) A description of the beginning and current status of the Center for Vocational-Technical Education at The Ohio State University.

The fall meeting of the Southwide Research Coordinating Council will be held October 21-23, 1974, in the state of Mississippi. A specific site will be announced in August.

The SRCC business session was held on May 20, 1974. The group voted to elect Dr. Robert Schneider of Kentucky as chariman-elect for 1974-75. A point of emphasis was made concerning developing and publishing the proceedings of the SRCC meetings as a tool in making other regions aware of research and development activities that are occurring throughout the Southwide Region.

In the following section, a brief abstract has been written for each major presentation and/or discussion session at the spring meeting of SRCC.

MONDAY, MAY 20, 1974

Simplification of Procedures for Coordination of State-Administered Vocational Education Research and Exemplary Programs from the National Scene

Larry Braaten

Mr. Braaten discussed a proposed resolution to simplify the coordination of state-administered Research and Exemplary programs. The Bureau of Occupational and Adult Education, the Division of Research and Demonstration in USOE is concerned with the development of procedures that will permit improved communications concerning research and development efforts throughout the country. One proposed procedure is that of providing each state with a set of routing sheets to accompany proposals and reports submitted to the USOE. In the case of new proposals and reports, the original sheet would remain with the document as it passes through the Regional and Central offices and until the input is made to AIM/ARM. This, in turn, permits the division to collect, retrieve, and disseminate research information more efficiently to persons in state Vocational Education agencies.

A draft copy of the proposed modification was given to each participant, whereby Mr. Braaten asked for input primarily from the people who work with RCUs. Participants were informed that they could reserve ample copies of the routing sheets by requesting them from the division of Vocational Education Research, USOE. State directors of Vocational Education not wishing to use the forms could develop and use their own forms.

Minutes of the Business Meeting
Southwide Research Coordinating Council
Knoxville, Tennessee
May 20, 1974

The business meeting of the Southwide Research Coordinating Council was called to order at 2:15 p.m. Monday, May 20, 1974, at the Ramada Inn, Knoxville, Tennessee, by the Chairman, Garry Bice.

Dr. Ralph Woodin, Head of the Department of Education, welcomed the group to the University of Tennessee Campus.

Minutes of the Previous meeting had been circulated earlier and were also included in the "Proceedings of the Fall Meeting of the Southwide Research Coordinating Council." Minutes were approved as presented.

The first item of business was the election of officers for 1974-75. As the constitution states that the chairman-elect will assume the position of chairman, Jim Shill will be the 1974-75 chairman. John Coster of the North Carolina Center and Bob Schneider of Kentucky were nominated for chairman-elect. Following a discussion on voting procedures, a motion to suspend the rules and allow all in attendance to vote was made, seconded and carried. Bob Schneider was elected chairman-elect for 1974-75.

Virginia Bert was nominated as secretary. Motion was made for nominations to cease and Dr. Bert was elected by acclamation.

Ray Barber congratulated Garry Bice for developing and publishing the proceedings of the fall meeting of the SRCC. It was suggested that copies of these be forwarded to all RCU Directors, as it might stimulate other regional groups to meet as the SRCC does.

The Chairman appointed a constitution revision committee consisting of Charles Rogers and Jesse Clemmons to review the constitution for possible changes. This committee is to report back at the next meeting.

The Chairman adjourned the meeting at 2:40 p.m.

Respectfully submitted,

Robert M. Schneider, Secretary

REPORTS FROM STATE RCUs

Individual states reported on projects currently underway, research and development projects planned for 1974-75, and discussed related interest areas. Any interested readers desiring more detailed information should contact an RCU representative from specific states as listed in Appendix B.

TUESDAY, MAY 21, 1974

Comprehensive Data System

Lewis H. Gibson
Harold Sullivan

The State Vocational Education Divisions' organizational structure in West Virginia was described by Mr. Sullivan. This description was presented for the purpose of explaining the Vocational Education Data System for that state.

West Virginia's Data System for Vocational Education is currently being conducted by the Research Coordinating Unit. Data collected are on students and personnel associated with vocational education. The systems' average cost is $30,000 per year; however, this figure does not include key punching and other office supplies. Total cost for the data system including forms, personnel and operational activities is in the neighborhood of $1 per student each year.

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Demand & Projections

Charles Rogers
Fred Manley
Jessee Clemmons

Three different but related management efforts taking place in North Carolina were described by Dr. Rogers, Mr. Manley, and Dr. Clemmons. Mr. Manley discussed what data could be used as management tools as a method in determining what curricula to offer at educational institutions. The efforts described focused on the North Carolina Community College System's

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use of information in developing long-range curricula plans to meet student needs.

Dr. Clemmons pointed out the types of data needed in planning occupational education programs. Among the data mentioned as being needed were student enrollment, projected number of graduates, and comparison of projected graduates and projected job openings. The primary point of emphasis is to have all available data in a relative range.

Dr. Rogers discussed a report regarding the manpower and educational requirements for the entire state. The North Carolina Center assisted in providing some of the basic data used in the planning of the study, which was instituted at the North Carolina Research Triangle. The overall approach used to develop projects to determine educational and training requirements is termed the "manpower requirements" approach. Ratios or coefficients used to translate economic growth and population settlement policies into education and training requirements are as follows:

1. Projected employment growth by industrial sector and geographic region;
2. Projected employment growth and replacement needs by occupational group within each geographic region;
3. Projected education and training needs by level of educational attainment for each geographic region.

The program is based on projections. It attempts to convert the occupational requirements into course requirements. This is an attempt to forecast the level of education at which

resources need to be placed in order to produce the trained work force.

****

Management Information System

Mary L. Simms

Dr. Simms described how the state of Alabama had organized a physical office called the Department of Administration and Finance to be responsible for the Management Information System. She described the following points: (1) the ability to maintain an automated accounting of students in the state; (2) the use and design of the optical scanning forms used to collect data; (3) an on-line tap with a computer permitting the State Director for Vocational Education to obtain current information concerning state and federal monies left for the year; and (4) the computer operating cost for the MIS which runs between $500 and $600 per month.

****

Management Information System for Vocational Education

Harold Starr

The Center for Vocational-Technical Education is developing a transportable management information system for Vocational Education. Called the Management Information System for Vocational Education, the system is being designed to: (1) conceptualize a scheme for evolving MIS requirements for states; (2) develop a prototypal data and instrumentation set; and (3) provide a computer software support system capable of handling current data based on state modifications.

Tennessee Management Information System

Gary Green

Components of a comprehensive management information system consists of data on students, personnel, census and demographic information, program evaluation, program cost and manpower needs. Mr. Green chose to describe the components of the Tennessee Management Information System (TMIS) that related to students, personnel, and census and demographic information.

The TMIS is a computer oriented system, making use of up-to-date electronic data processing technology and techniques. A major portion of the information is collected by means of a "Mark Sense" form that is completed by students, teachers, supervisors and administrators. Mr. Green stated that the information collected on students consists of two types:

(1) information while he is still in school; and

(2) information after the student has left school (student follow-up).

The census and demographic information is in a booklet called "Data Paks" and there is one Data Pak for each county in the State. The type of information in these Data Paks consists of data such as unemployment rate in the county, student drop-out rate, expected population growth, and placement information.

Mr. Green also demonstrated the design, operation, and utility of both batch processing and on-line data retrieval capabilities of the Tennessee Management Information System. Emphasis was placed on audience selection and retrieval of

specific data in demand. This developmental system emphasizes the use of the computer (mini-computer) for instant access and flexible retrieval capabilities.

****

The Center at Ohio State

Harold Starr

A historical description of the Center for Vocational Education at Columbus, Ohio, was presented. Attention was given to the Center's growth, priority of projects, cooperative efforts that have occurred with State Vocational Education Agencies, leadership training opportunities available to vocational educators, special research and development activities and a description of six current research and development efforts of the center. The efforts described were:

(1) Management Information System for Vocational Education;

(2) Performance-Based Professional Education Curricula;

(3) Methods for Curriculum Content Derivation;

(4) Career Planning Support System;

(5) Career Education Product Installation Handbook;

(6) Leadership Seminars.

****

The Center at North Carolina

John Coster

Major research and development efforts of the Center for Occupational Education at North Carolina were described by

Dr. John Coster. Center staff have conducted a study of the status of personnel development programs in vocational education and are currently writing the final report for this study. The Center has been involved in two additional major research activities: (1) Dynamic Analysis for Strategic Planning; and (2) TESAAS (Toward an Educational System Articulated in an Adult Society).

APPENDIX A

SOUTHWIDE

RESEARCH COORDINATING COUNCIL

MONDAY, MAY 20

1:00 p.m.	WELCOME AND INTRODUCTION Chairman, Garry R. Bice
1:15 - 1:45 p.m.	REPORT FROM THE NATIONAL SCENE Larry Braaten
1:45 - 2:30 p.m.	SRCC Business Meeting
2:30 - 3:00 p.m.	BREAK
3:00 - 4:30 p.m.	REPORTS FROM STATE RCUs

TUESDAY, MAY 21

8:00 a.m.	MIS COMPONENTS
	Chairman, Walter Cameron
8:00 - 8:45 a.m.	COMPREHENSIVE DATA SYSTEM
	Lewis H. Gibson and Harold Sullivan
8:45 - 10:30 a.m.	DEMAND AND PROJECTIONS
	Charles Rogers
10:30 - 10:45 a.m.	BREAK
10:45 - 11:30 a.m.	AUTOMATED FISCAL ACCOUNTING
	M. L. Simms
11:30 - 1:00 p.m.	LUNCH
1:00 p.m.	MIS COMPONENTS
	Chairman, Douglas S. Patterson
1:00 - 1:45 p.m.	MANAGEMENT INFORMATION SYSTEM FOR VOCATIONAL EDUCATION
	Harold Starr
1:45 - 2:30 p.m.	TENNESSEE MANAGEMENT INFORMATION SYSTEM
	Gary Green
2:30 - 3:00 p.m.	BREAK
3:00 - 3:45 p.m.	SUPPLY/DEMAND INFORMATION SYSTEM
	Ray Barber

WEDNESDAY, MAY 22

8:30 - 10:30 a.m.	REPORTS FROM NATIONAL CENTERS
	Chairman, James Shill
8:30 - 9:30 a.m.	REPORT - THE CENTER AT OHIO STATE
9:30 - 10:30 a.m.	REPORT - THE CENTER AT NORTH CAROLINA STATE
	John Coster
10:30 - 11:00 a.m.	EPDA (Sections 552 and 553)
	Garry R. Bice

APPENDIX B

PRESENTERS AND PARTICIPANTS AT THE
SOUTHWIDE RESEARCH COORDINATING COUNCIL
KNOXVILLE, TENNESSEE

MAY 20-22, 1974

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